



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Full Time (37.5 hrs/wk)

WCAC is seeking a dynamic Senior Accountant to fill this key position in our busy fiscal office. The successful candidate will be responsible for overall General Ledger maintenance and reconciliation, grant budget preparation and monitoring, invoicing/reporting, and amendments in accordance with specific state and/or federal guidelines.

Qualifications:

- Master's degree in business administration or equivalent accounting/finance degree, or bachelor's degree in accounting/finance/business with 3 - 5 years relevant business and accounting experience. Associate's degree may be substituted with 6 or more years of relevant business and accounting experience.
- Experience with payroll systems, Microsoft Office, particularly Excel, MIP or other accounting software desired.
- Payroll processing and payroll tax experience preferred.
- Ability to communicate effectively both in writing and verbally with internal program managers and external agencies.
- Ability to develop and update agency's accounting policies and procedures.
- Knowledge of government grant/contract compliance requirements.
- Knowledge of foundation and private grant procedures and requirements preferred.
- Ability to train and assist agency finance staff as needed.

Other Requirements:

- Must be available to work with Auditors during annual agency fiscal audit.
- May be asked to attend Board meetings periodically.

Duties and Responsibilities:

- Work with program managers to prepare budgets required for grant application submission, as well as budget amendments as necessary. Review contracts and budgets with Chief Financial Officer and other appropriate individuals (Executive Director, Chief Operating Officer, program managers).
- Advise program managers and record Matching and In-kind agency activities on a monthly basis.
- Work closely with program managers to monitor and analyze actual expenses to budget, including developing corrective actions as necessary.
- Process monthly reports and cash requests to grantors as assigned.
- Monitor and review the various administrative Cost Allocation Plans (phones, supplies, building operations, etc.), being mindful of contract/regulatory compliance requirements, and provide the Chief Financial Officer with written reports of reviews and recommendations for any modifications.
- Work with Chief Financial Officer to develop and prepare financial operational/budget reports for the Board of Directors and/or its committees (such as Agency Budget, Quarterly Agency Budget vs. Expense Report, Treasurers' Report, CSBG Budget, etc.).
- Keep abreast of Universal Guidance and other regulatory requirements to provide information and technical assistance regarding accounting and auditing requirements.
- Provide statistical information and budget analysis in a variety of areas as assigned.
- As assigned, responsible for monitoring Agency cash-flow and assuring sufficient cash is available for A/P and P/R check runs, including assisting in selecting invoices to be included for payment.
- Assist in preparation of documentation during Annual Audit and Uniform Financial Report.
- Assist and serve as backup for A/P processing, including vendor input, assuring proper vendor documentation (such as W-9), reviewing A/P prior to check run to ensure proper grants and line items have been utilized.
- As assigned, maintain all records for bank accounts; reconcile bank statements, manage portfolio of grants and contracts. Perform internal audit tasks as assigned.
- Complete monthly financial reports as assigned by the Chief Financial Officer.
- Perform other general accounting and related duties as required.
- Other duties may be assigned by the Chief Financial Officer and Executive Director.

Send cover letter and resume specifying position via email to hr@wcac.net or to the Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608.